



Nebraska Workers' Compensation Court

STUDENT INFORMATION AND INSTRUCTIONS

THE VOCATIONAL REHABILITATION PLAN (Plan)

You have received a copy of your Plan. There can be no change to any part of your Plan without prior approval by the court. If you feel there is need for a change, contact your counselor at once.

THE PROGRAM OF STUDY

One of the most important parts of the Plan is the Program of Study (POS). The POS is a term-by-term projection of courses required to obtain your specific degree. Following the POS will insure your completion of the program within the approved time frame.

REGISTRATION

You are responsible for registering for your own classes in accordance with the program of study. The court will pay for only courses required for the specific degree. Unless you receive prior approval, you must be a full time student each term. Contact your counselor and/or your advisor if you have difficulty getting the classes you need. Once registered, do not drop or withdraw from a class until after you talk to your counselor. Be sure to follow the training facility's procedures to officially change your schedule.

Normally the court will only pay for taking a class the first time. If you need to repeat a class you will have to pay for the class and any books, supplies, and mileage related to the class.

SATISFACTORY PROGRESS

You must make satisfactory progress toward completing your Plan. Generally this means earning the number of credit hours per term outlined in the POS, maintaining a minimum cumulative grade point average of 2.0, and having at least a 2.0 grade point average each term. Contact your counselor immediately if you experience difficulty in a class.

GRADE REPORTS

Provide a grade report that includes your term grade point average and your cumulative grade point average to your counselor as soon as it is available. The court must receive the grade report before the end of the first day of class of a new term.

CLASS SCHEDULES

Give your counselor a class schedule for a new term as soon as you get it. It must include the days of the week your classes are scheduled. The court must receive the class schedule before the end of the first day of class of the new term.

TUITION, BOOKS, SUPPLIES

The court uses an authorization process for payment of most of the costs of your Plan. You have received copies of the authorizations for your plan. The authorizations allow the vendors to bill the court directly. You should obtain your books and supplies from the authorized vendors.

Except for general supplies, the court can only pay for books and supplies that are required of every student in a class. Documentation from the facility or instructor is required for special supplies.

General supplies include items such as pencils, pens, paper and notebooks and should be charged where authorized. Reimbursement is limited to \$15 per term.

The court may not pay for items charged which are not authorized and items purchased from other than the authorized vendors. Contact your counselor before purchasing or charging any items not authorized.

MILEAGE

Section 8 of your Plan contains information provided to the court about travel and/or housing arrangements. If you are traveling to and from classes on a daily basis, you will be reimbursed for mileage, with certain limits. There is a monthly mileage maximum for each training facility.

Your counselor has mileage forms for completion and will review those forms with you. Complete the mileage log accurately showing your trips and the miles traveled.

Normally you will be reimbursed for only one round trip from your residence to the training facility each day you attend class. There may be exceptions and accurate documentation and explanation on the mileage log will allow consideration of additional amounts.

Mileage is not paid for trips to buy books, meet with advisors, register for classes, use labs.

ROOM AND BOARD

If you are living in housing provided by the training facility, the court will pay the room and board directly to the training facility. Mileage can be paid from your usual residence to the facility at the beginning of each term. Mileage can also be paid for one trip back to your usual residence at the end of each term.

Reimbursement for other room and board arrangements will be determined on a case-by-case basis.

Your counselor is your primary contact throughout the duration of your plan. The counselor will be able to answer most of your questions and obtain any additional authorizations or information needed from the court.

FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DENIAL OF REIMBURSEMENT, LOSS OF FUNDING FOR OR CANCELLATION OF YOUR PLAN.

I have read and I understand the Student Information and Instructions. I have been given a copy of them for my records and future reference.

Student Signature

Date

I have reviewed this information with the student and retained a copy of the signed form in my records.

Vocational Rehabilitation Counselor Signature

Date